HOW TO SHARE YOUR CALENDAR
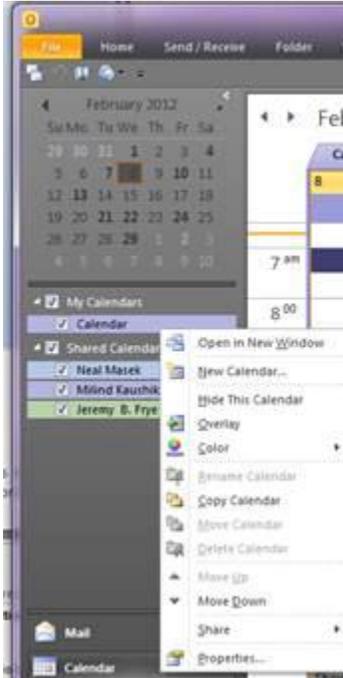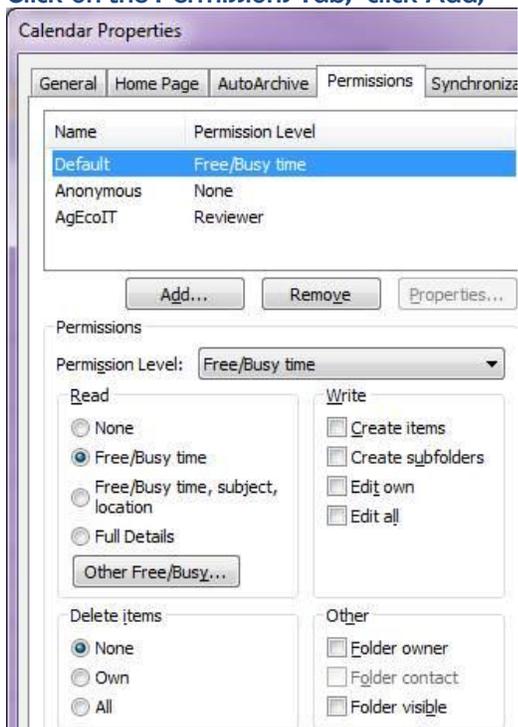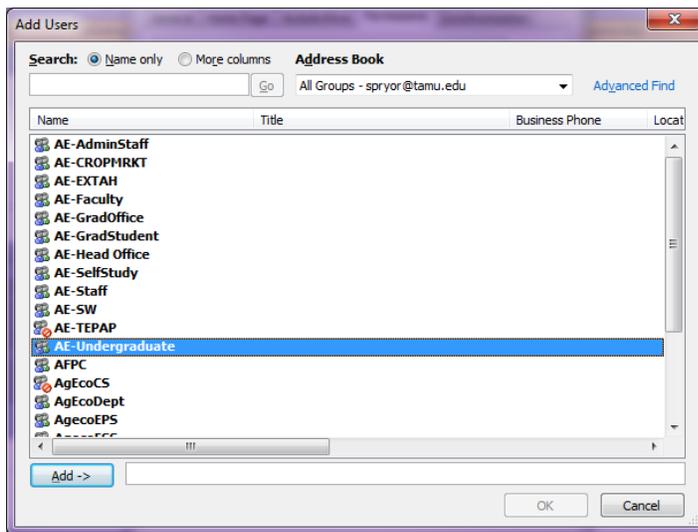
Review the permissions on your calendar simply by right clicking on the Calendar, click on Properties at the bottom,

Click on the Permissions Tab, click Add,

Change Address Book to All Groups and select the User or Group,

with the Group highlight select the appropriate permissions under the "Read" Full Details and under "Write" section set permissions to Create Items.
Click OK, then click on File and Exit to update with changes and reopen Outlook.